

## CGHR

A NEWSLETTER FOR THE COAST GUARD  
HUMAN RESOURCES COMMUNITY



**FEBRUARY 5, 2013**

### ON THE RADAR SCREEN

On demand webinar hosted by  
The Ken Blanchard Companies.

**Ken Blanchard**  
COMPANIES | *The Leadership Difference.®*

#### **A Situational Approach to Leadership in the Public Sector**

There is no one best leadership style. It all depends on the task and the developmental level of the employee. In this webinar you will learn how taking a situational approach to leadership yields the best results.

To register, go to <http://www.webex.com/webinars/A-Situational-Approach-to-Leadership-in-the-Public-Sector>

American Management Association webinar  
(registration required)

**AMA** American Management  
Association®

#### **To Sell Is Human**

Whether we're employees pitching colleagues on a new idea, entrepreneurs enticing funders to invest, or parents and teachers cajoling children to study, we spend our days trying to move others. Like it or not, we're all in sales now.

This webcast offers you a fresh look at the art and science of selling. As he did in his books *Drive* and *A Whole New Mind*, Daniel H. Pink draws on a rich trove of social science for his counterintuitive insights.

Wednesday, February 27 • 12:00 PM - 1:00 PM EST

To register or for more information, go to <http://www.amanet.org/training/webcasts/To-Sell-Is-Human.aspx>

#### **Mass Transit/Vanpool Subsidy Program Increase**

The USCG Mass Transit/Vanpool Subsidy program for the NCR has been increased to a maximum amount of \$245 per month, effective 1 March. If members need to submit an increase to their subsidy amount, please send an email with the following information: Name, Last Four (SSN), Mode of Transportation, and actual monthly cost to the Program Manager, [christopher.m.mack@uscg.mil](mailto:christopher.m.mack@uscg.mil) as soon as possible.

**Free graduate education – too good to be true?**

Each year, the Coast Guard selects members to pursue an advanced education. Internal competition is always fierce. Some members who want to attend in residence courses simply cannot commit the time. Can you get the same education, without having to commit to a full-time residence program? Can you do it and still get the same education at no cost? For all qualified participants, the answer is yes!

Since 2002, the Naval Postgraduate School Center for Homeland Defense & Security (CHDS) has been the nation's premier provider of homeland security graduate and executive level education. This 18 month program is provided absolutely free for accepted participants. That's right – tuition, paid travel orders, per diem, and all books and course materials are provided by the school. The cost to you as the member is 12 days a quarter away from your Coast Guard duties. The remainder of coursework is completed online.

In addition to the Master's Degree, CHDS offers Executive Leaders, Executive Education Seminars, and Fusion Center Leaders programs. They also have self-study courses and a number of resources available at <https://www.chds.us/> to develop USCG officials' strategic thinking and collaboration skills.

Although this is free, in terms of cost, you still have to apply online at <https://www.chds.us/>. For military members, after submitting your application, inform us at mailto: [HQS-PF-fldr-CG-095-Fellows@uscg.mil?subject=CHDS\\_Application](mailto:HQS-PF-fldr-CG-095-Fellows@uscg.mil?subject=CHDS_Application). For civilian members, work through [Mrs. Darlene Murphy](#).

Any Coast Guard member – active, reserve or civilian accepted into the program does incur obligated service.

The DHS deadlines:

Master's Degree Program – April 1, 2013.  
Executive Leaders Program – April 1, 2013.

Apply online at <https://www.chds.us/>

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**Free Credit Reports**

The Fair Credit Reporting Act (FCRA) requires each of the nationwide consumer reporting companies -- Equifax, Experian, and TransUnion -- to provide you with a free copy of your credit report, at your request, once every 12 months.

Full details: <http://www.consumer.ftc.gov/articles/0155-free-credit-reports>

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### 30 Problem Words and Phrases

<http://www.dailywritingtips.com/30-problem-words-and-phrases/>

#### Twenty-one reasons why **English** is Hard to Learn.

1. The bandage was wound around the wound.
2. The farm was used to produce produce.
3. The dump was so full it had to refuse more refuse.
4. We must polish the Polish furniture.
5. He could lead if he would get the lead out.
6. The soldier decided to desert his dessert in the desert.
7. Since there was no time like the present,  
he thought it was time to present the present.
8. A bass was painted on the head of the bass drum.
9. When shot at, the dove dove into the bushes.
10. I did not object to the object.
11. The insurance was invalid for the invalid.
12. There was a row among the oarsmen on how to row.
13. They were too close to the door to close it.
14. The buck does funny things when does are present.
15. A seamstress and a sewer fell down into a sewer line.
16. To help with planting, the farmer taught his sow to sow.
17. The wind was too strong to wind the sail.
18. After a number of injections my jaw got number.
19. Upon seeing the tear in the painting I shed a tear.
20. I had to subject the subject to a series of tests.
21. How can I intimate this to my most intimate friend?...



Loy Machedo

[loymachedo.com](http://loymachedo.com) | [loymachedo.tv](http://loymachedo.tv)

### 7 Common Homonymic Spelling Errors

<http://www.dailywritingtips.com/7-common-homonymic-spelling-errors/>

### Common Grammar Errors

[http://www.grammar-monster.com/common\\_grammar\\_errors.htm](http://www.grammar-monster.com/common_grammar_errors.htm)

### One space or two after a period?

[http://eileenburmeister.blogspot.com/2011\\_01\\_01\\_archive.html](http://eileenburmeister.blogspot.com/2011_01_01_archive.html)

### Make Emotional Connections with Your Employees

The higher up you go in an organization, the more important is to connect with your employees on a personal level. Show people you work with that there is more to your relationship than the job. Here are three ways to forge these connections:

- ♦ Give your undivided attention. This sounds simple, but it's easy to overlook when you are overloaded with ringing phones and packed inboxes. In conversations, put everything down and focus exclusively on what's being said.
- ♦ Remember emotions are contagious. If you're feeling particularly anxious or negative, make an effort to quarantine yourself. When you're feeling especially buoyant, go to more meetings and spend more time with others.
- ♦ Get out there. Even if you're an introvert, reach out to people, engage them in discussion, and actively provide feedback. You can't connect from behind a closed office door.

Full article: [http://blogs.hbr.org/cs/2012/10/three\\_ways\\_leaders\\_make\\_an\\_emo.html](http://blogs.hbr.org/cs/2012/10/three_ways_leaders_make_an_emo.html)

## RECENT FLAG VOICES

**Flag Voice 367** - Bequest from CAPT Joseph P. Martin, USCG (Ret.) - <http://www.uscg.mil/hr/flagvoice/fv367.asp>

**Flag Voice 366** - Promulgation of the Coast Guard Supplement to the Joint Federal Travel Regulations - <http://www.uscg.mil/hr/flagvoice/fv366.asp>

**Flag Voice 365** - Direct Access and HR Imaging System Technical Refresh Status Update - <http://www.uscg.mil/hr/flagvoice/fv365.asp>

All Flag Voices are online at <http://www.uscg.mil/hq/cg1/flagvoice/default.asp>

## NEW FACES IN CG - 1

*Welcome –*

◆ Christen Wehrenberg to CG-122

Let us welcome the new faces in your office. Send their names, along with their previous assignment or agency and their new office location to the [CGHR Editor](#).

The next issue of CGHR: On the Radar Screen will be sent on March 5.

VOLUNTEER REPORTERS WANTED. Your story ideas and events are always welcomed. Send them to the [CGHR Editor](#).

## RECENT MESSAGES

ALCOAST 037/13: 2013 COAST GUARD FOUNDATION SCHOLARSHIP OPEN SEASON - [http://www.uscg.mil/announcements/alcoast/037-13\\_alcoast.txt](http://www.uscg.mil/announcements/alcoast/037-13_alcoast.txt)

ALCOAST 034/13: CG SUPRT FREE ELECTRONIC TAX SERVICE - [http://www.uscg.mil/announcements/alcoast/034-13\\_alcoast.txt](http://www.uscg.mil/announcements/alcoast/034-13_alcoast.txt)

ALCOAST 022/13: CONSOLIDATED FY13 LEADERSHIP PROGRAMS AND SENIOR SERVICE CIVILIAN SCHOOLS - [http://www.uscg.mil/announcements/alcoast/022-13\\_alcoast.txt](http://www.uscg.mil/announcements/alcoast/022-13_alcoast.txt)

Messages authorized for internet release are available on the WWW at [www.uscg.mil/announcements/](http://www.uscg.mil/announcements/). The internal message archive is located on CG Portal at <https://cgportal2.uscg.mil/library/generalmessages/SitePages/Home.aspx>

## SEMPER PARATUS

Back issues of CGHR are archived on CG Portal - <https://cglink.uscg.mil/2dfb4a63> (path: Communities > Human Resources Community of Practice > Human Resources Library > CGHR)



# The Secret to Better Sleep

The average American sleeps

**6.9** hours a night.

When we get less sleep than we need:

Our reaction times get slower.

Our blood pressure rises.

! We're more at risk of obesity and diabetes.

+ We eat more.

## Sleep-Related Disorders

Sometimes **lack of sleep** is caused by **disorders** that can also cause problems during the day.

### Night Sweats



These are caused by **menopause**, **cancer** and **infections**.

### Hypersomnia



Excessive daytime sleepiness is caused by narcolepsy, being overweight, use of certain medicines or drug and alcohol use.

### Kleine-Levin Syndrome



Sufferers sleep up to **20 hours** a day for several weeks.

### Narcolepsy:



People who suffer from this condition may **fall asleep** easily during the day.

### Periodic Limb Movement Disorder:

**Limbs** move rhythmically during sleep.



### Insomnia:



**30 to 50%** of the population suffers from it.

## Understanding Apnea

**6% of Americans**

suffers from sleep apnea, a condition where the sufferer **stops breathing** for 10 to 30 seconds, up to

**400 times a night.**

**2-4%**

of the American population suffers from apnea without a diagnosis.





Apnea sufferers are  
**six times**  
more likely **die in a**  
**traffic accident** due  
to fatigue.

ZZZ

People who sleep next  
to apnea sufferers  
lose on average  
**one hour**  
of sleep per night.



People with untreated  
apnea are  
**four times**  
more likely to  
suffer a stroke.

**50%**

of those with sleep  
apnea **snore**  
heavily.

## Foods That Cause Insomnia

### Alcohol

It may relax you, but it  
**prevents you from sleeping**  
**well**. And it'll make you have  
to use the bathroom a lot!



### Spicy Foods

Can cause  
heartburn or  
indigestion that  
keeps you awake.



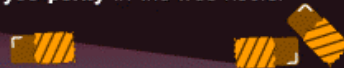
### Sugar

Once the sugar leaves  
your system, **you'll wake**  
**up craving more**.



### Chocolate

Can contain caffeine that **keeps**  
**you perky** in the wee hours.



## What Sleep Can Do For You

While the number of **hours of sleep** a person  
needs varies based on individual needs, a **good**  
**night's rest** has many benefits:



Reduces stress.



Improves your **memory**.



Can help you **lose weight**.



Can **prevent depression**.



It can help you **heal faster**.



**Reduces inflammation** that could  
lead to heart-related conditions,  
cancer and diabetes.



Makes you **more alert** and  
have faster reaction times.





## How to Get More Sleep

- ✓ Wind down before bed. Don't check email or watch TV.



- ✓ Read a good book and take a bath to mentally prepare for sleep



- ✓ If you've got a lot on your mind, write about it in your journal to unwind.



- ✓ Don't work out just before bed. Exercise can help you sleep, but work out earlier in the day for a good night's rest.



- ✓ Keep the bed pet-free, as Fido or Jingles may keep you from sleeping well.



- ✓ Don't sleep with electronics in your bedroom. They can distract you and rob you of sleep.



- ✓ Have warm herbal or caffeine-free tea before going to bed.

- ✓ Opt for light snacks like



Yogurt

or



Popcorn

rather than heavy carbs before bed.

## You're Never Too Old For a Nap



The Spanish know the **benefit of naps**. They even close down stores and restaurants for several hours to catch a siesta. And for good reason —



naps do some **great things** for your body:



- ✓ Give you **more energy and alertness**.



- ✓ Improve productivity by as much as **30%**



- ✓ Reduce stress and the risk of heart disease by **34%**



- ✓ Lower the **risk of accidents** on the job.

## Famous People Who Nap (ped)



- **Brahms** found inspiration for his musical compositions from naps he took at his piano.



- Naps = genius? **Einstein** would sleep in a chair with a pencil in his hand. When the pencil dropped, he woke up.



- Even presidents need naps: **Bill Clinton** would nap to help deal with the pressures of the job.



- **Napoleon** caught a few zzz's on his horse in between battles.

## Sources

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